# Montana State-Level Student Information System

File Interface Specification
Montana 1.2

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# 1 INTRODUCTION

The Montana Office of Public Instruction is continuing to implement the state-wide student achievement system, now called AIM (Achievement in Montana).  From August through October 2006 districts have been busy submitting their student data in order to generate a unique statewide student ID.  The next phase of the project is to provide Measured Progress the information necessary to register students for the CRT statewide assessment (Montana Comprehensive Assessment System, Phase 2) and create labels for the test answer sheets.  This requires all students have their state IDs assigned before the December Assessment Pre-label collection.

In addition to the data submitted for the student ID, districts will need to enter enrollment data into AIM.  The additional fields of information needed for this collection include School Code, Enrollment Start Status Code, Enrollment End Status Date, Enrollment End Status Code, Enrollment End Status Date, Dropout Reason, and grade level.

# 2 FILE SPECIFICATIONS

Files should follow the proper naming conventions and record definitions defined below:

- All files will be tab delimited with a header record.
- If a field is not required it can be left blank, but the proper number of tabs must be in each record.
- All dates within the file will be in the format MM/DD/YYYY.
- Times within the file will be displayed in military (24 hour) time HH:MM:SS such as 23:00:00 for 11:00pm

## 2.1 File Name

Files will be named with the legal entity number (maximum of 4 digits), underscore, then the date with the extension *.tsv.
- Forward slashes are not allowed in file names, and should be left out.
- Please omit any leading zeros in the legal entity number.

**Example:**
*Legal Entity 0063 submitting a file on 12/01/2006 would name the file*:     63_12012006.tsv

## 2.2 Header Record

The first line of all files will be the header record. This is required.

| Field | Length | Name | Required | Validation | Code/Format | Description | Default if NULL |
|-------|--------|------|----------|------------|-------------|-------------|-----------------|
| 1 | 2 | Record Type | Yes | | "HD" | Always the value "HD" | |
| 2 | 10 | Date | Yes | | MM/DD/YYYY | | |
| 3 | 8 | Time | Yes | | HH:MM:SS | | |
| 4 | 15 | Version | Yes | | "MT1.2" | Always the value "MT1.2" | |

**Example Record:**
*Header record submitted on December 1, 2006 at 11:00 pm:*

HD      12/01/2006      23:00:00        MT1.2

## 2.3 Student Demographics

This record format contains basic student demographics fields.
- Typically there should be one record per student.
    - The exception for this is when a student's name or identifying information changes while at a district.
    - The state needs to maintain a history of all name changes for students, and the effective date controls when this name was used.

| Field | Length | Name | Required | Validations | Code/Format | Description | Default if NULL |
|-------|--------|------|----------|-------------|-------------|-------------|-----------------|
| 1 | 2 | Record Type | Yes | Always the value "SD" which stands for student demographics | "SD" | Always the value "SD" | |
| 2 | 4 | District Number | Yes | Omit any leading zeroes | Number | | |
| 3 | 15 | State ID | * | *Assigned at the State Edition level - Leave Blank | String(15) | | |
| 4 | 15 | Local ID | * | *Local ID mandatory if importing from another student information system and no state ID has been assigned | String(15) | | |
| 5 | 40 | Last Name | Yes | | String(40) | | |
| 6 | 35 | First Name | Yes | | String(35) | | |
| 7 | 20 | Middle Name | No | | String(20) | | |
| 8 | 3 | Suffix | No | No Punctuation | String(2) | See Appendix F | |
| 9 | 1 | Gender | Yes | | M or F | Male or Female | |
| 10 | 10 | Birth Date | Yes | | MM/DD/YYYY | | |
| 11 | 9 | FILLER1 | NO | FILLER | EMPTY | MUST HAVE TAB, NO DATA REQUIRED | |
| 12 | 2 | Race/Ethnicity | Yes | | String(2) | See Appendix E, requires zero padding | |
| 13 | 2 | FILLER2 | NO | FILLER | EMPTY | MUST HAVE TAB, NO DATA REQUIRED | |
| 14 | 10 | FILLER3 | NO | FILLER | EMPTY | MUST HAVE TAB, NO DATA REQUIRED | |
| 15 | 10 | FILLER4 | NO | FILLER | EMPTY | MUST HAVE TAB, NO DATA REQUIRED | |

**Example Records:**
*A student record for Joe Smith,*

SD    63              54321 Smith Joe    Alan  II     M     03/01/1997        05
*(NOTE: There are three blank "tabs" at the end of the example row)*

**Common errors:**
- Gender or Race/Ethnicity left blank (data is required for these fields)
- Period after Jr. or Sr. (no punctuation allowed)
- Field names included in file (please remove all field names, such as legal entity number, gender, race/ethnicity, etc.)
- Date Fields must be in a MM/DD/YYYY format (for example 03/07/1999)
- Required tabs at end of file were not included (must have 3 blank tabs at end of file)

## 2.4 School Calendar / Schedule Structure

This record defines each School Calendar or track a school is running.
- There should be at least 1 record per school.
  - There can be multiple records per school if the school has students receiving instruction on different days or for different durations.
  - If the school has multiple calendars, then each calendar must be given a distinct Calendar Number.

| Field | Length | Name | Required | Code/Format | Description |
|-------|--------|------|----------|-------------|-------------|
| 1 | 2 | Record Type | Yes | "SS" | Always the value "SS" |
| 2 | 4 | District Number | Yes | String(4) | This is your legal entity number. Omit any leading zeros |
| 3 | 4 | School Number | Yes | String(4) | This is your school code – omit any leading zeros |
| 4 | 4 | Year | Yes | Number | In the school calendar that spans 2006-2007, this would be the year 2007. |
| 5 | 3 | Calendar Number | Yes | Number | Can be any number you assign |
| 6 | 3 | Student Day | Yes | Number | The number of minutes of instruction in the typical student day. |

Example Records:

*An elementary school (0120) grades 1through 6 that attend 360 minutes of instruction per day and has half-day Kindergarten that attends 180 minutes of instruction per day and starts on a different date then the other grades.*

```
SS     63     120     2007    1      360
SS     63     120     2007    2      180
```

## 2.5 School Days

This record defines when a school is open and when it provides instruction to students.
- There should be 1 record per date per School Calendar record within the date range that the school is open.

| Field | Length | Name | Required | Code/Format | Description |
|---|---|---|---|---|---|
| 1 | 2 | Record Type | Yes | "DY" | Always the value "DY" |
| 2 | 4 | District Number | Yes | String(4) | This is your Legal Entity Number. Omit any leading zeroes |
| 3 | 4 | School Number | Yes | String(4) | This is your School Code. Omit any leading zeroes. |
| 4 | 4 | Year | Yes | Number | In the school calendar that spans 2006-2007, this would be the year 2007. |
| 5 | 3 | Calendar Number | Yes | Number | Should correspond to the calendar numbers created in step 2.4. |
| 6 | 10 | Date | Yes | MM/DD/YYYY | |
| 7 | 1 | Instructional Day | Yes | Y or N | Flagged Y if instruction is given to students on this date. |
| 8 | 1 | School Day | Yes | Y or N | Flagged Y if the school is open on this date. A teacher in-service day will have Instruction = N and School Day = Y. |
| 9 | 3 | Day Duration | Yes | Number | The number of minutes of instruction offered on this day. |

Example Records:

The week of April 22, 2007 to April 28, 2007 has instruction during Monday through Thursday, with a teacher in-service day on Friday, its records would look like:

```
DY   63   120   2007   1   04/22/2007   N   N   0
DY   63   120   2007   1   04/23/2007   Y   Y   360
DY   63   120   2007   1   04/24/2007   Y   Y   360
DY   63   120   2007   1   04/25/2007   Y   Y   360
DY   63   120   2007   1   04/26/2007   Y   Y   360
DY   63   120   2007   1   04/27/2007   N   Y   0
DY   63   120   2007   1   04/28/2007   N   N   0
```

## *2.6 Fall Enrollment*

This record contains information for the December Assessment Pre-Label Collection.

- There will be at least 1 record per student per school calendar.
- Each grade a student attends will have a new record, and each time the student leaves and re-enters a school will have a new record.
- Start and End dates are inclusive to the enrollment, so that if a student's start date is 01/01/2006 and their end date is 02/01/2006 that means that 01/01 was the first day the student was enrolled, and 02/01 was the last day the student was enrolled.
- Only one enrollment can have Service Type equal to Primary for any given date.

| Field | Length | Name | Required | Validation | Code/Format | Description | Default if NULL |
|-------|--------|------|----------|------------|-------------|-------------|-----------------|
| 1 | 2 | Record Type | Yes | | "EN" | Always the value "EN" | |
| 2 | 4 | District Number | Yes | no zero padding, allow any length between one and four characters | String(4) | This is your Legal Entity Number. Omit any leading zeroes | |
| 3 | 4 | School Number | Yes | no zero padding, allow any length between one and four characters | String(4) | This is your School Code. Omit any leading zeroes. | |
| 4 | 3 | Calendar Number | Yes | | Number | Needs to correspond with calendar set up in 2.4 | |
| 5 | 4 | Year | Yes | | Number | In the school calendar that spans 2006-2007, this would be the year 2007. | |
| 6 | 9 | Student's State ID | Yes | No zero padding. | String(9) | | |
| 7 | 15 | Student's Local ID | No | No zero padding | String(15) | | |
| 8 | 1 | Service Type | Yes | | String(1) | See Appendix D | P |
| 9 | 10 | Start Date | Yes | | MM/DD/YYYY | | |
| 10 | 2 | Start Status | Yes | | String(2) | See Appendix A – requires zero padding | |
| 11 | 10 | End Date | No | | MM/DD/YYYY | | |
| 12 | 3 | End Status | No | | String(3) | See Appendix B | |
| 13 | 2 | Dropout Reason | * | Required if End Status = 300, 310, 320, 330, or 340 | String(2) | See Appendix C requires zero padding | |
| 14 | 2 | Grade | Yes | | String(2) | See Appendix G requires zero padding | |

# APPENDICES

## Appendix A

| ENROLLMENT START STATUS | |
|---|---|
| 2.6 – Field 10 | |
| 01 | Original enrollment into a school |
| 02 | Continued enrollment same school, no interruption |
| 03 | Re-entry to the same school after withdrawal |
| 04 | Transfer from public school in district or state |
| 05 | Transfer from public schl under NCLB schl choice |
| 06 | Transfer from an out of state school |
| 07 | Transfer from a school from out of the country |
| 08 | Transfer from a private school within the state |
| 09 | Transfer from home school within the state |
| **NOTE:** Requires zero padding | |

# Appendix B

| ENROLLMENT END STATUS | |
|---|---|
| 2.6 – Field 12 | |
| 100 | End of year, returning to same school next year |
| 110 | Promoted to another school |
| 120 | Transfer to a public school in the same district |
| 130 | Transfer to public schl under NCLB schl choice |
| 140 | Transfer to public schl in another district in MT |
| 150 | Transfer to a state-funded school |
| 160 | Transfer to a private school in the state |
| 170 | Transfer to a home school in the state |
| 180 | Transfer to a school out of state |
| 190 | Transfer to a school out of the country |
| 200 | Suspension |
| 210 | Medical care or treatment, eligible to return |
| 220 | Enrolled in a foreign exchange program |
| 230 | Enrolled in an early admissions college program |
| 240 | Withdrawn, under age for compulsory school att |
| 300* | Withdrew for personal or academic reasons* |
| 310* | Exceeded age requirement set by district policy* |
| 320* | Removed, reasons other than health, not returning* |
| 330* | Enrolled in adult educ or military, no diploma* |
| 340* | Unknown* |
| 400 | Graduated with regular diploma |
| 410 | Completed GED test (school appr program) |
| 420 | Completed school with other credentials |
| 500 | Student died |
| 510 | Student is permanently incapacitated |

\* These are considered drop-out codes. Note that the asterisk should not appear in the code or description in the application.

# Appendix C

| DROPOUT REASON | |
|---|---|
| 2.6 – Field 13 | |
| 01 | Academic Difficulty |
| 02 | Attendance Difficulty |
| 03 | Economic Reasons |
| 04 | Employment |
| 05 | Expelled |
| 06 | Illness |
| 07 | Job Corps or Similar Program |
| 08 | Language Difficulty |
| 09 | Marriage |
| 10 | Military |
| 11 | Needed at Home |
| 12 | Over Compulsory Age |
| 13 | Pregnancy |
| 14 | Poor Personal Relationships |
| 15 | Reached Maximum Age Set by District Policy |
| 16 | Other Known Reason |
| 17 | Unknown Reason |
| 18 | GED (Pursuing) |
| 19 | Suspended, Did Not Return |
| 20 | Harassment/Feeling Unsafe at School |
| 21 | Entered Adult Correctional Facility |
| 22 | Lack of Childcare |
| **NOTE:** zero padding required | |

## Appendix D

| ENROLLMENT SERVICE TYPE | |
|---|---|
| 2.6 – Field 8 | |
| P | Primary |
| S | Secondary |
| N | Special Ed Services only |

## Appendix E

| RACE-ETHNICITY | |
|---|---|
| 2.3 – Field 12 | |
| 01 | American Indian or Alaskan Native |
| 02 | Asian |
| 03 | Hispanic or Latino |
| 04 | Black or African American |
| 05 | White, Non-Hispanic |
| 06 | Native Hawaiian or Pacific Islander |
| **NOTE:** zero padding required | |

## Appendix F

| SUFFIX | |
|---|---|
| 2.3 – Field 8 | |
| Jr | Jr |
| Sr | Sr |
| I | I |
| II | II |
| III | III |
| IV | IV |
| V | V |
| **NOTE:** no periods on Jr & Sr | |

## Appendix G

| GRADE LEVEL | |
|---|---|
| 2.6 – Field 14 | |
| UE | Ungraded Elementary |
| UM | Ungraded Middle |
| UH | Ungraded High School |
| PK | Pre-kindergarten |
| KG | Kindergarten |
| P1 | Transition 1st |
| 01 | Grade 1 |
| 02 | Grade 2 |
| 03 | Grade 3 |
| 04 | Grade 4 |
| 05 | Grade 5 |
| 06 | Grade 6 |
| 07 | Grade 7 |
| 08 | Grade 8 |
| 09 | Grade 9 |
| 10 | Grade 10 |
| 11 | Grade 11 |
| 12 | Grade 12 |
| **NOTE:** zero padding required | |